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RECORDS MANAGEMENT DIVISION

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Division/MS

DATE: 28 May 1954

FROM : Chief, Reports and Correspondence
Management Branch

SUBJECT: Reports and Correspondence Management Guides

1. The enclosed guide is one of several this Branch proposes to develop for issuance by the Management Staff. The topics to be covered in the other unclassified pamphlets are:

"Correspondence Management"

"Analyzing Requirements for Administrative and
Management Reports"

"Analyzing Correspondence"

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2. The assignment of numerical designations to these guides was discussed with [REDACTED]. He was emphatic in his opinion that numerical designations should be avoided if possible. He cited the confusion that has resulted from the Office of Training assigning designations to its Training Reference Manuals. For example, the Glossary of Terminology was designated TR RM 1-1. People immediately began to ask what types of material will be in this series. Then OTR published A Guide for Typists and Stenographers, TR RM 1-2. Those people who had not seen the Glossary began to ask what publication preceded TR RM 1-2. [REDACTED] further stated he thought that descriptive titles would be sufficient to identify the guides for distribution purposes. I concur in both of his reasons for publishing the proposed material without numerical designations.

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3. The enclosed prospectus* has been reviewed and concurred in by [REDACTED], Assistant Management Officer (DD/A Area), and the Regulations Control Staff. Upon your and [REDACTED]'s approval we will submit the booklet to Graphics Registry for preparation of illustrations, and to Printing and Reproduction for preparation of final copy.

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* An Introduction To Reports Management.

Discussed with [REDACTED] 6/3/54 who

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received and approved for publication. Advised [REDACTED]

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Approved For Release : CIA-RDP70-00211R000100060009-4
 [REDACTED] to be made to area Records Officer [REDACTED] 6/3/54